



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
WEST REGION
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IMWE-EE0

1 MAY 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Management Command-West (IMCOM-W), Guidance
Memorandum #2 – Prevention of Sexual Harassment (POSH)

1. REFERENCES:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 98.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- c. AR 600-20, Army Command Policy, 13 May 02.
- d. IMA Policy Memorandum #3, Prevention of Sexual Harassment (POSH), 24 Jun 03.

2. PURPOSE. To provide guidance to IMCOM-West employees on POSH.

3. APPLICABILITY. This guidance applies to all civilian and military personnel assigned to and/or under the operational control of the IMCOM-West, to include Garrisons in the West Region.

4. PROCEDURES.

a. Sexual harassment is a form of discrimination. It violates acceptable standards of conduct required of Army personnel and is a prohibited practice by personnel as defined in AR 690-12, AR 690-600, and AR 600-20. This form of discrimination adversely affects both men and women in military and civilian service, and it has cost implications and creates a hostile working environment that harms readiness, productivity, and morale.

b. In order to maintain a workforce committed to IMCOM's mission, we must have an environment that is free from threat of unfair treatment or the exploitation of any individual. I am committed to ensure that freedom from sexual harassment is the standard for IMCOM-W. Therefore, commanders, supervisors, managers, and leaders at all levels have an obligation to create and maintain an environment with zero tolerance for sexual harassment.

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c. Our military, civilian, and contract workforce are responsible to conduct themselves appropriately and professionally in all daily interactions with each other and our customers, and to uphold the Army's high standards of integrity, ethics, and conduct. All IMCOM-W employees will continue to receive training in understanding what constitutes sexual harassment.

d. Any individual reporting a sexual harassment incident must feel confident that an investigation will be conducted without fear of reprisal. Allegations of sexual harassment will be reported through the appropriate chain of command or the IMCOM-W, EEO office as outlined in AR 690-600 and AR 600-20.

5. PROPONENT. The proponent for this Guidance Memorandum is the IMCOM-W Equal Employment Opportunity Office. The point of contact is Mr. Amando Canales, EEO Director, at (210) 295-2089, DSN 421-2089, or email: amando.canales@us.army.mil.

Encl
as


J. RANDALL ROBINSON
Director

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